

Appendix B
AER Program Sponsor Manual
ETA-671 Apprenticeship Agreement



RAPIDS
Registered Apprenticeship Partners Information Data System

SPONSOR QUICK START GUIDE

The purpose of this RAPIDS Sponsor's Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

Table of Contents

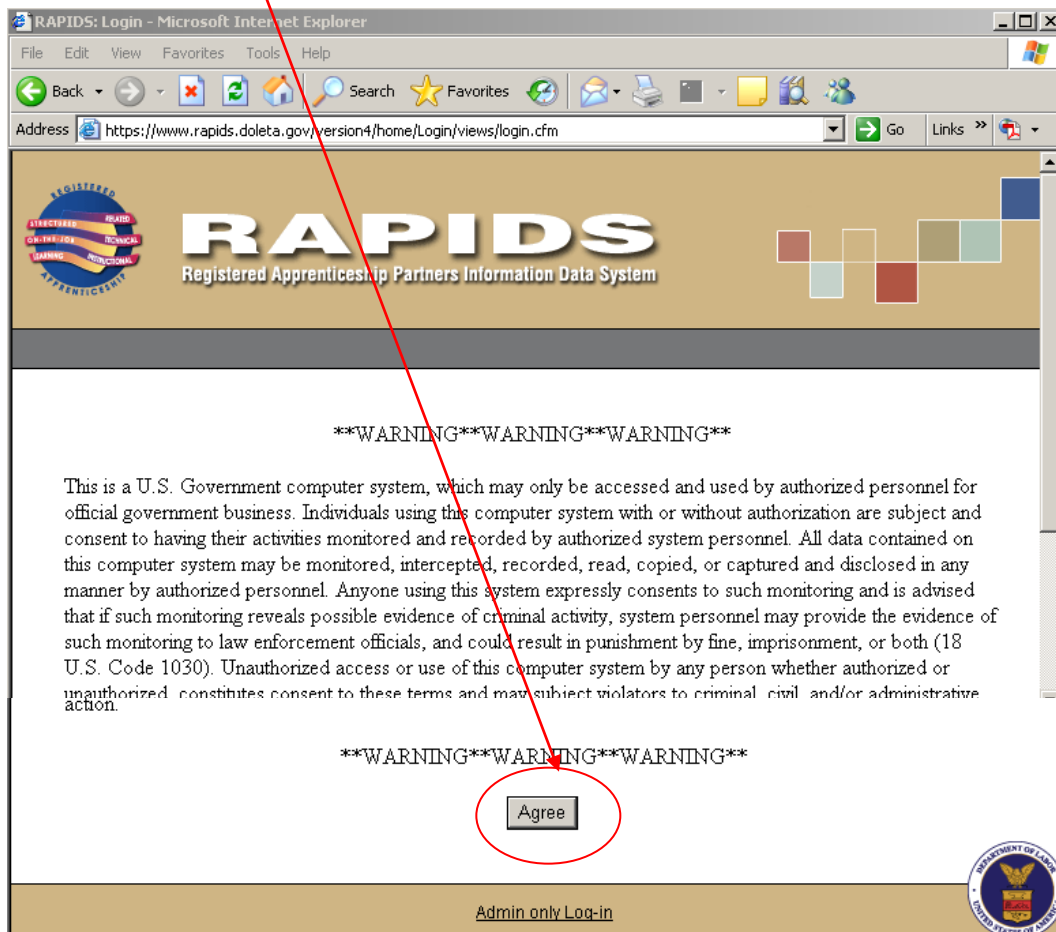
1.1 Accessing the RAPIDS System.....	page 3
1.2 Log-in.....	page 4
1.3 Register Apprentice.....	page 6
1.4 Complete Apprentice.....	page 8
1.5 Cancel Apprentice.....	page 12

1.1 Accessing RAPIDS Website

Note: Before beginning the training session, please set up your computer and be ready for the training.

To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box:
<https://www.rapids.doleta.gov>
2. The “Security Warning Message” screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears



1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.

The screenshot shows the RAPIDS login interface. At the top, there is a header with the RAPIDS logo and the text "Registered Apprenticeship Partners Information Data System". Below the header, the word "Login" is displayed. On the left, there is a photograph of two men working on a large industrial machine. To the right of the photo, the text "Welcome to RAPIDS" is displayed. Below this, there are two input fields: "User ID:" and "Password:". Red circles are drawn around these fields, and red arrows point from the first two steps of the list above to them. Below the password field, there is a link that says "Retrieve Forgotten Password". At the bottom right, there is a "Login" button, which is also circled in red, with a red arrow pointing to it from the third step of the list. At the bottom left, there is a link that says "Admin only Log-in". At the bottom right, there is a circular seal of the Department of Labor, United States of America.

Registered Apprenticeship Partners Information Data System

RAPIDS

Registered Apprenticeship Partners Information Data System

Login

Welcome to RAPIDS


User ID:

Password:

[Retrieve Forgotten Password](#)

[Admin only Log-in](#)

Result: The Home page will display, as shown below:



Welcome, SP02656([Logout](#)) | [Help](#)

Home
Programs
Apprentices

General
My Profile

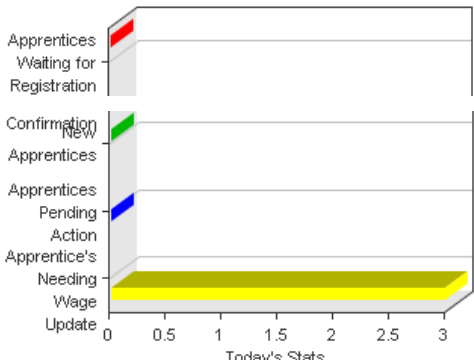
Search: For: [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

Performance At A Glance

Today's Stats: Larry Starr

Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with changes pending:	0
Apprentice's Needing Wage Update:	3




Totals (Fiscal Year to Date)

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	10	0	0	1

Quick Links

- [Register an apprentice](#)

What's New

[Privacy Policy](#) | [Accessibility](#) | [Help](#) | [0*Net](#) | [Logout](#)


7

1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.

Welcome, SP64619([Logoff](#)) | [Help](#)

RAPIDS
Registered Apprenticeship Partners Information Data System

Home Programs Apprentices **Register** Complete Cancel

Search: Apprentices For: Type your text here after selection Go Advanced Search

Please select a program

Apprentices

Program: Select a Program...

Occupation: Select Occupation ...

Filter Reset

List Apprentices that are ☒ Active ☐ Inactive ☐ Pending Registration ☐ Incomplete Registration

Privacy Policy | Accessibility | Help | 0*Net| Logoff

This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

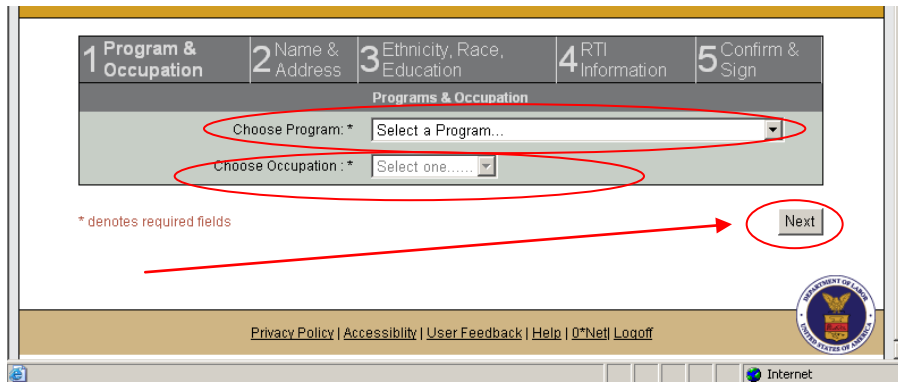
To create a new apprentice record, follow the steps for each section below:

Note: Entry is required in all fields with an asterisk (*) beside the field name.

On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.

1 Program & Occupation	2 Name & Address	3 Ethnicity, Race, Education	4 RTI Information	5 Confirm & Sign
Programs & Occupation				
Choose Program: * <input type="text" value="Select a Program..."/>				
Choose Occupation: * <input type="text" value="Select one....."/>				
* denotes required fields				
<input type="button" value="Next"/>				
Privacy Policy Accessibility User Feedback Help 0*Net Logout				



Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

Apprentice Registration				
1 Program & Occupation	2 Name & Address	3 Ethnicity, Race, Education	4 RTI Information	5 Confirm & Sign
Last Name: SDFGV, First Name: SDV ID: AK07N003570				
Program & Occupation				
A-1 CONSTRUCTION Sponsor: 7483 CHEBOYGAN STREET ALANSON, MI 49706 Sponsor Program No: MI009990013 Trade/Occupation: CARPENTER Occupation Code: 0067				
Term: 8000 Hours Probationary Period: 1000 Hours				
Name and Address of Sponsor Designee to Receive Complaints(if applicable)				
Designee: No Designee Information for this Project				
Name Information				
Last Name: SDFGV First Name: SDV Middle Name: SSN: Apprentice ID: AK07N003570				
Address Information				
Address: SDFGV City: SDFGV State: AK Zip Code: 99999 Phone: E-mail: Date of Birth: 01/01/1981 Gender: Male				
Ethnicity, Race, Veteran Status, Education				
Ethnic Group: Hispanic Race: Black Veteran Status: Non-Veteran Education Level: High School Graduate				

The screenshot shows a web-based registration form for WEF. It is divided into several sections:

- Career Linkage:** Contains a text field with "Military" and an "Update" button.
- Related Training Information:** A table-like section with the following details:
 - Related Training Instruction Provider: AMERICAN FIRE SPRINKLER ASSOC.
 - Total Length of Instruction: 8000 Hours/ Year
 - Are Wages Paid During Instruction? Wages not paid
 - Hours Instruction Provided: During Non-Work Hours
 - Term Length: 8000 Hours
 - Probationary Period: 1000 Hours
 - Credit for Previous Experience: 50 Hours
 - Credit for Previous RTE: 50 Hours
 - Term Remaining: 7950 Hours
 - Date Apprenticeship Begins: 05/24/2007
- Wages:** Contains three lines of wage information:
 - Prior Apprenticeship Wages: 5.75 / Hour
 - Apprentice's Entry Wages: 8.00 / Hour
 - Journeyworker's Wages: 8.00 / Hour
- Current Status Information:** Shows "Status: Incomplete Registration" and "Status Last Updated: 05/16/2007".
- Electronic Signature:** A section with a text area for a signature and a checkbox labeled "Electronic Signature". A red arrow points to this checkbox.
- Action Buttons:** Below the signature section is a button labeled "Save & Complete Registration Request". A red arrow points to this button.
- Footer:** Includes links for "Privacy Policy", "Accessibility", "User Feedback", "Help", and "0*Net! Logoff".

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

Note: After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

1.4 Complete Apprentice

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

RAPIDS: Apprentice (TEST) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://166.97.4.153/version4/raishome.cfm?raisact=APc.completeList>

Home Programs **Apprentices**

Search Register **Complete** Cancel

Search: Apprentices For: Type your text here after selection Go Advanced Search

Complete Apprentices

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 319 Rows per page: 10 Page

Select one or more Apprentices to: Review for Completion

Select	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

Complete Apprentices

Program: AK HEAT & FROST INSULATORS JAT (AK000710001)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 10

Select one or more Apprentices to: Review for Completion

Select All	No.	Id ▲▼	Name ▲▼	Indenture Date ▲▼	Occupation ▲▼	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N003555	NIXON, JACK	11/01/2006	INSULATION WORKER - 0909	\$22.32	\$26.15	04/23/2007	
<input type="checkbox"/>	2	AK06N003557	AYAY, RYAN	11/01/2006	INSULATION WORKER - 0909	\$19.13	\$19.61	03/10/2007	

Result: System displays the Complete Apprentice form

Complete Apprentice

Program

Sponsor: AK HEAT & FROST INSULATORS JATC
P.O. BOX 203212
ANCHORAGE, AK 99520

Sponsor Program No.: AK000710001

Apprentices

No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/> (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/> (Ex. MM/DD/YYYY)

* denotes required fields

Save & Submit Completion Quit

Note: Entry is required in all fields with an asterisk (*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name fro the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

Result: The system will display the completed record(s) on the list

Version 4: Apprentice - Microsoft Internet Explorer

Address: <http://166.97.4.153/version4/apprentices/raishome.cfm?raisact=aapp.filterList>

Search: For: Go [Advanced Search](#)

By: Apprentice ID ☒ Last Name ☐

Apprentices

Show: ☐ My Programs ☒ All Programs

State:

Program:

Occupation:

List Apprentices that are ☐ Active ☐ Pending ☒ Inactive

Rows 1 to 1 of 1 Rows per page:

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

1.5 Cancel Apprentice

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentice tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

Search: For:

Cancel Apprentices

Program:

Occupation:

Rows 1 to 10 of 320 Rows per page:

Select one or more Apprentices to:

Select	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

Result: System displays the Cancel Apprentice form

Home	Programs	Apprentices
Register	Complete	Cancel

Search: Apprentices For: Type your text here after selection Go Advanced Search

Cancel Apprentice

Program

Sponsor: AK HEAT & FROST INSULATORS JATC
P.O. BOX 203212
ANCHORAGE, AK 99520

Sponsor Program No.: AK000710001

Apprentices

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00

Cancellation Information

Cancellation Date: * (Ex: MM/DD/YYYY)

cancelled in Probation Period? * ☐ Yes ☐ No

Appeal Rights Explained? * ☐ Yes ☐ No

Requested by? * ☐ Sponsor ☐ Apprentice

Reason for Cancellation: * Choose one...

* denotes required fields

Submit Cancellation

Quit

Note: Entry is required in *all* fields with an asterisk (*) beside the field name.

- Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
- Check whether the apprentice is being cancelled within his/her Probation Period.
- Check whether the apprentice's Appeal Rights were explained.
- Select the Reason for Cancellation from the drop-down list.
- Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.